

# ***KINGMAN ACADEMY OF LEARNING***

## **HANDBOOK FOR STUDENTS & PARENTS 2011-2012**

**PRESCHOOL – 8<sup>TH</sup> GRADES**



Revised August 1, 2011

### ***"The Road to Success is Learning"***

The information in this handbook is to help you understand some of the policies and procedures of Kingman Academy of Learning. Parents, teachers and administrators working together will insure a productive and enjoyable school year for all students.

The staff members for the 2011-2012 school year are excited as we plan for the beginning of another great year as part of the school system of Arizona. Our hope is that this will be one of your finest learning experiences!

We encourage our students to come to school with a good attitude and a real desire to learn and progress academically, socially and emotionally. When students accept their responsibilities and put forth the effort to learn, the personnel of Kingman Academy of Learning will be able to help them receive the education they deserve.

Parents are encouraged to become an active part of our team - visit the school often, become involved in your child's education, and contact us when you have questions. We look forward to working with you.

Student Name \_\_\_\_\_

**Kingman Academy of Learning**  
**School Calendar**  
**2011-2012**

August 15	First Day of School
August 30	School Picture Day – Primary & Middle Schools
August 31	School Picture Day – Intermediate & High Schools
September 5	Labor Day - No School
September 15	Parent Teacher Conferences – No School for Students 1 <sup>st</sup> Quarter Progress Reports
October 13	End of 1 <sup>st</sup> Quarter
October 20	1 <sup>st</sup> Quarter Report Cards
October 25-27	High School AIMS Testing - Grades 11-12
November 10	Veterans' Day Observed – No School
November 16	2 <sup>nd</sup> Quarter Progress Reports
November 23-24	Thanksgiving Holiday – No School
December 22	End of 2 <sup>nd</sup> Quarter
December 23 thru January 8	Winter Break
January 12	2 <sup>nd</sup> Quarter Report Cards
January 16	Martin Luther King, Jr. Day - No School
February 8	3 <sup>rd</sup> Quarter Progress Reports
February 9	Early Release Day – Parent/Teacher Conferences as needed
February 20	Presidents' Day - No School
February 28-29	High School AIMS Testing, Reading/Writing, Grades 10-12
March 8	End of 3 <sup>rd</sup> Quarter
March 9-18	Spring Break
March 21	3 <sup>rd</sup> Quarter Report Cards
April 10-11	High School AIMS Testing, Math/Science, Grades 10-12
April 16-19	AIMS 3-8/Stanford 10 Testing for Grades K-9
April 18	4 <sup>th</sup> Quarter Progress Reports
May 21	High School Baccalaureate
May 22	Middle School Promotion Ceremony
May 23	High School Graduation Last Day for Students

**MISSION STATEMENT**

To provide quality education to children in preschool through 12th grade. To give students the educational foundation for life-long success.

It is our goal to be a basic skills school, emphasizing the reading and language arts areas, social studies, math and science. Many activities will be provided in writing across the curriculum with emphasis on correct writing procedures.

Behavior goals will be based on students being responsible and respecting the rights of all people.

There will be a strong relationship between parents and the school. Parents will become partners in the learning process. We would like to encourage all aspects of the community to support the functions of the school.

**GOALS OF KINGMAN ACADEMY OF LEARNING**

1. Improvement of students in the academic areas. Students that meet or exceed their academic goals will be a success in the classroom.
2. Reduction in absenteeism. Attending school every day is very important for academic growth, student achievement and high self-esteem.
3. Parent involvement. Teachers and parents should be viewed by the student as a team, working together for the good of the student.
4. High standards for student behavior. Students who learn they are responsible for their own behavior learn they are responsible for shaping their own lives. High standards for student behavior fosters an atmosphere of respect for fellow classmates and teachers, as well as creating a classroom environment where all students are able to learn without distractions and teachers are allowed to teach without disruptions.

**ENROLLMENT**

All students submitting a timely application will be admitted, unless the number of applications exceeds the number of openings available. If the number of applications exceeds the number of openings, preference will be given to siblings of students already enrolled. Remaining openings will be filled through an equitable selection process.

There will be no discrimination based on ethnicity, gender, national origin, income level, disability, proficiency in the English language, or athletic ability.

The school reserves the right to refuse admittance to students expelled from other schools, students currently involved in an expulsion process or suspension, or students in districts currently under a desegregation order.

In order to enroll for the first time, students must present:

1. Official birth certificate or other certified legal proof of age
2. Immunization records

**WITHDRAWAL FROM SCHOOL**

If it is necessary to withdraw a student from school during the school term, parents or guardians must come to the school and complete a withdrawal form.

**SCHOOL HOURS**

Preschool Session 1	8:00 - 12:00
Preschool Session 2	12:15 - 4:15
Grades K, 1, and 2	8:00 - 2:40
Grades 3, 4, and 5	8:00 - 3:50
Grades 6, 7, and 8	7:45 - 3:50
Grades 9, 10, 11 and 12	8:00 - 4:00

**ATTENDANCE**

Good attendance is mandatory, as stated in one of the goals for Kingman Academy of Learning. Parents must call the school or send a note to report an absence or tardy. Any student arriving at school after the designated starting time is considered tardy.

WHEN A STUDENT RETURNS TO SCHOOL FOLLOWING AN ABSENCE, HE/SHE MUST BRING A WRITTEN STATEMENT SIGNED BY A PARENT OR GUARDIAN STATING THE DATE OR DATES AND THE REASON FOR THE ABSENCE. PLEASE DO NOT USE THE WORD SICK OR ILL. BE SPECIFIC AS TO THE CAUSE, i.e. FLU, HEADACHE, FEVER.

When school is in session during inclement weather, students who do not attend will be marked absent. This will include students who arrive late or leave early when inclement weather has not caused school closure.

If student absences are excessive, parents will be required to meet with the school principal to determine subsequent action and discuss continued enrollment at KAOL.

**PERFECT ATTENDANCE**

At the end of the year, an award will be given to each student who has attended school every day of the school year. A student who checks out of school before the end of the day may be counted absent one-half day, and will not receive a perfect attendance award. Please check with your child’s school for time guidelines if you have any questions. Students who miss ½ day of school or have 6 or more tardies will not be eligible for this award.

**EARLY ARRIVALS**

No student is to be on the school grounds before 7:30 a.m. If a student is going to be brought to school before that time, the parents must make arrangements with the administrator the day before to insure supervision of the child.

**BEGINNING THE DAY**

Students are expected to be in their seats and ready to begin the day at the designated starting time. At the beginning of each school day, the Salute to the American Flag will be given. Also, a moment of silence will be observed. Participation is voluntary. Students in the 4<sup>th</sup>-6<sup>th</sup> grades will recite the Preamble to the Constitution of the United States.

**LUNCH**

Children may bring a brown bag lunch each day. Students at all KAOL schools may order lunch from local vendors each day. Specific vendor schedules, menus, and price lists will be sent home the first week of school. Milk will be sold for a minimal charge at the Primary and Intermediate Schools.

Students should have a nutritious breakfast and lunch to be able to function successfully.

**EARLY CHECK-OUTS**

In an effort to minimize disruption to our classrooms, we will not allow parents to pick up their children the last 20-25 minutes of any school day. If your child has an appointment immediately after school, you will need to pick them up before the designated time listed below for each school.

Primary School	2:15 pm
Intermediate School	3:30 pm
Middle School	3:30 pm

**EMERGENCY SCHOOL CLOSING**

In the event of severe inclement weather or emergency situation, school may be closed or starting time delayed. Always assume that school will be in session. If you have a question regarding the possibility of school closure, listen to the local radio station or check our website ([www.kaolaz.org](http://www.kaolaz.org)) for up-to-date information.

### **TELEPHONE USE**

Students may use the school telephone for emergencies only.

Cell phones that students bring to school should remain in their backpacks during the school day. They should remain in the 'off' position during that time. Cell phones that are used, seen, or that ring during class time will be confiscated and kept in the Principal's office for pick-up by parents. Parents, please DO NOT call or text your child on their cell phone during the school day.

Please do not call teachers during the instructional time of the day. If you need to talk to your child's teacher, please call the office and leave a message with the office staff. The message will be delivered in a timely manner and the teacher will return your call at their earliest convenience.

### **NUISANCE ITEMS**

Do not bring expensive items, large amounts of money, or collectible items such as trading cards to school. They create distractions and could be broken or lost. The teachers and school board accept no responsibility for personal toys and items which are lost, stolen, or traded. **ELECTRONIC DEVICES ARE NOT ALLOWED AT SCHOOL. THESE INCLUDE, BUT ARE NOT LIMITED TO: I-Pods, Personal CD Players, MP3 Players, Electronic Games, Pagers, and Laser Pointers.** *These items will be confiscated and may only be picked up by a parent.*

### **VISITORS**

All visitors must report to the administrative office when arriving on campus, and are expected to leave promptly when their business is completed.

Parents who wish to talk with teachers should call the school for an appointment, send a note with the student, or contact the teacher via e-mail. All e-mail addresses are provided on the school website. Parents who arrive at school without making an appointment may be scheduled for a meeting time that is convenient for the teacher. Except in emergency situations, teachers will not take phone calls from parents during class time as this is disruptive to the students.

School-age relatives or friends **may not** visit the school because they are not covered by insurance and may be disruptive to the learning process.

### **FIELD TRIPS**

Field trips and visits to places relating to studies can enrich a student's classroom lessons. Students are required to have written permission from their parents/guardians before they are permitted to go on such trips.

### **STUDENT RESPONSIBILITY**

It is the responsibility of the student to conduct himself/herself so that he/she obtains the best education possible and does not infringe upon the rights and privileges of other students to obtain a quality education.

It is the student's responsibility to fully participate in their educational experience by paying attention in class, turning in all work as assigned by the teachers, and putting forth the best possible effort.

### **PROGRESS REPORTS**

A notification of the student's progress will be sent home at mid-quarter. Parents will be asked to sign and return these reports promptly. If there is a need for a conference, parents are requested to contact the teacher to arrange a convenient time.

### **REPORT CARDS**

Students will receive report cards each nine weeks. Conferences are held in the middle of the first quarter at all schools, and in the middle of the third quarter as needed. Parents are encouraged to set up an appointment for a teacher conference before or after school at any time during the school year.

### ***HOMEWORK***

All students attending KAOL will have some amount of homework. Homework is provided for two basic reasons: reinforcement of skills learned during the school day and development of good study habits at a young age. The amount of time spent on homework will be relative to the grade level of the student. Students can expect math homework each night.

### ***MAKE-UP WORK***

Any student who misses school is required to make up the work missed during the absence. A maximum of two days for each day of absence will be allowed for make-up work.

When a student and his parents know in advance that a student will be absent for a certain period of time, the teacher should be notified well in advance. The student will be given a pre-arranged work kit so academic work can be done during the absence.

### ***TEXTBOOKS***

Students are issued free textbooks at the beginning of the school year. Once a student accepts a textbook, he/she is responsible for its care. The school will hold students using those textbooks responsible for any writing in the books, damage, or loss.

When textbooks are collected at the end of the school year, students will be charged for damage or loss. Students who do not pay fees for lost/damaged books will not be allowed to participate in high school graduation ceremonies.

### ***COMPUTER INTERNET USAGE***

Students at Kingman Academy of Learning will be allowed access to the Internet for the purpose of enhancing their educational program. Internet use is limited to areas prescribed by the classroom teacher and students agree to refrain from sending or receiving illegal or offensive material. Prior to obtaining Internet access, all students will be required to sign an agreement to follow the guidelines established by Kingman Academy of Learning for computer use.

### ***ILLNESS DURING THE SCHOOL DAY***

If a student is injured or becomes ill during the school day, the parent will be notified so the child may be picked up and taken home. If there is no phone, the school MUST have on record an emergency phone number for a neighbor, friend or relative that can be reached to care for the child. THE SCHOOL SHOULD BE NOTIFIED IMMEDIATELY OF ANY CHANGE OF ADDRESS OR TELEPHONE NUMBER.

When a student becomes too ill to remain at school, no one may authorize departure from school grounds except the administrator or designee. Students may not leave the campus after arriving at school without permission. A parent or other identified adult who is to pick up a child during school hours must sign a check-out log in the office.

### ***MEDICATIONS***

All medications are to be taken immediately to the school office, and parents are asked to complete a permission slip for the medication to be given at school. Non-prescription medicines must be in original packaging with label and dose instructions. Prescription medications must be in the pharmacy container with the label indicating time and amount of dosage. No medication may be administered by school personnel contrary to package directions. No medications may be kept in the student's possession at school. The only exception to this rule is for students who have been prescribed to use inhalers.

## **PERSONAL APPEARANCE AND DRESS**

**All students, preschool through 8<sup>th</sup> grade are required to wear KAOL shirts every day. It is strongly recommended that parents label their child's uniform clothing – particularly sweatshirts and jackets – so they can be returned to the child if they are lost.**

**Students in grades Pre-5<sup>th</sup> are to wear solid blue jeans, solid blue shorts (appropriate length), solid blue skirts or solid blue jumpers. If you do not purchase clothing made of blue denim fabric, all pants, shorts, skirts and jumpers must be solid dark blue. Pants must fit appropriately - no oversized clothing.**

Primary School students wear the red, blue, or gray polo shirts or red, blue, or gray long-sleeve shirts Monday through Wednesday, and the traditional logo shirt on Thursday.

Intermediate School students wear the red, blue, or gray polo shirts or red, blue, or gray long-sleeve shirts Monday through Wednesday. They may wear any KAOL Intermediate school shirt, including logo t-shirts and club shirts, on Thursday only.

Middle School students are required to wear Middle School shirts Monday through Thursday. Club shirts, sport team shirts/sweatshirts or spirit shirts may be worn on Thursday only. Pants/skirts/shorts, etc. may be dark blue, blue denim, khaki, or black.

**During cold weather, all students may wear a heavy coat over their uniform shirts when they are outside the classroom. Sweatshirts worn over Academy t-shirts must be Academy logo sweatshirts. Students in K-8<sup>th</sup> grades may only wear sweatshirts purchased at the KAOL shirt store.**

Shirts and sweatshirts will be available for purchase at the KAOL Shirt Store at the District Office from 7:30 a.m. to 4:30 p.m. Monday through Thursday. If students wish to purchase a winter jacket with the KAOL logo, orders will be taken at the shirt store.

- Hair should be neatly groomed and clean; only natural hair colors are allowed.
- Shoes must be worn at all times. For safety reasons, students must wear closed-toe shoes with a back. Sandals may be worn only at the high school.
- Hats and sunglasses may not be worn in the classroom, or inside any school building.
- Clothes should be clean, neat and acceptable.

### **Clothing that is not acceptable includes:**

Unhemmed cut-offs, shorts w/split sides or short shorts (shorter than finger-tip).

Patches, jewelry or printing emphasizing drugs, tobacco, alcohol, sex or profanity.

Baggy or oversized pants/jeans. Pants should be worn at the waist, with no undergarments visible, and no excessive or inappropriate holes.

*The principal will determine if a student is not in compliance with the uniform policy. Our uniform policy is designed to promote an effective learning climate, increase safety, foster student unity and pride, and eliminate label competition among students.*

High School students should refer to the High School Student Handbook for their uniform guidelines.

## **RETENTION CRITERIA**

### **Identification of Candidates for Possible Retention**

The classroom teacher will identify, by January 15th, those students whose progress over the previous school months indicate that the student may not be able to master the State adopted standards for each subject at the student's grade level by the end of the school year.

### **Notification of Parents**

During the month of January, the classroom teacher will notify the parents or guardians of students who are candidates for retention, if retention is being considered. The parents, classroom teacher, and administrator or student services director will meet to plan a program for extra assistance in meeting the standards for the student's grade level.

*Retention Criteria (continued)*

*Review of Student's Progress Toward Attaining Mastery of Standards and Retention or Promotion Decision*

No later than May 1st, the parents, teacher, and administrator will meet again, formally, to review the progress the student has made toward attaining the standards. A decision to promote or retain the student needs to be made at that time.

The retention decision is not to be based only on mastery of the standards. The following factors must be taken into account:

1. Predicted academic, social, and emotional effects of retention.
2. Parent's attitude toward retention.
3. Present level of academic achievement considering performance on class work, assignments, and tests.
4. Standardized test results.
5. Number and nature of interventions implemented to remediate problems.
6. The amount of academic progress made in the past year.
7. The student's known and inferred academic attitude.

**KINGMAN ACADEMY OF LEARNING  
GUIDELINES FOR STUDENT BEHAVIOR**

Kingman Academy of Learning schools use a positive and progressive discipline program. This is possible because we understand that children will make mistakes and it is our duty to teach them how to deal with their problems more effectively. The sequence of disciplinary consequences follows the "progressive discipline" model and begins with minimal actions, and ends with the maximum action, which can be administered. This listing does not imply that "step by step" progression of increasing severity needs to be used by the school staff in dealing with a violation. Disciplinary consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as:

- the severity of the incident.
- the student's attitude which includes the student's sense of ownership of the behavior (accepts responsibility or shifts blame) and willingness to change.
- the student's discipline record.

***PLAYGROUND PROCEDURES for Primary/Intermediate/Middle Schools***

1. Do not throw rocks or dirt.
2. Footballs and soccer balls may be kicked, but not volleyballs or other playground balls.
3. Tackle football and wrestling are not allowed.
4. Use jump ropes for jumping only.
5. Stay within the designated areas specified by the playground monitor.
6. Do not take food to the playground. This includes candy and gum.
7. Follow directions given by any playground supervisor.
8. Students will keep their hands and feet to themselves and refrain from any physically aggressive behavior.

In order to ensure student safety, children will be expected to follow equipment guidelines as explained by the supervising teacher. Recess may be held at local parks. Students will respect others using the park and will not cause damage to the park or related facilities.

***GENERAL SCHOOL-WIDE RULES***

1. Students are to be respectful to all adults working at Kingman Academy of Learning.
2. Students will not disrupt the classroom in any way that keeps a teacher from teaching.
3. Students will not disrupt the classroom in any way that keeps another student from learning.
4. Students are to show respect for other students at all times.
5. Students are to stay in areas designated by the school principal.
6. Students will keep their hands and feet to themselves and refrain from any physically aggressive behavior.
7. Gum chewing is not allowed on any KAOL campus.
8. Students are to use playground equipment properly, as instructed.

## **GENERAL SCHOOL-WIDE CONSEQUENCES**

1<sup>st</sup> Time a Rule is Broken.....VERBAL WARNING

2<sup>nd</sup> Time a Rule is Broken..... SEE ADMINISTRATOR

3<sup>rd</sup> Time a Rule is Broken..... CONFERENCE WITH PARENT, TEACHER AND ADMINISTRATOR.  
SET UP CONTRACT WITH PARENT AND STUDENT.

Any Other Disruptions.....Student may be removed from school.

Some actions could result in immediate removal from school.

## **SEVERE CLAUSE**

Any behavior that results or may result in harm to others or to oneself, or that is illegal, will result in the student being sent to the administrator's office. The police will be notified and the student may be removed from school immediately.

## **STUDENT BUS BEHAVIOR**

Bus behavior is included in our school discipline plan.

## **BUS RULES**

### **Bus riding is a privilege - not a right!**

The following rules and regulation apply to all students riding buses to or from school. These rules and regulations were established to assist the driver in assuring that students are afforded the safest possible ride to and from school. The school bus driver is responsible for the enforcement of the regulations. **Student conduct on the bus is monitored by the driver.**

1. Students shall stay in their seats and keep their hands, feet, books, coats, packages, and other objects out of the aisle. If assigned a seat, the student shall stay in that seat.
2. Students must keep arms, head, and all body parts in the bus at all times.
3. Students must have permission (usually written) from parents and/or school authorities to leave the bus at a stop other than their regular stop.
4. Students may converse in normal tones. Shouting, singing, etc. are not permitted. Profane or abusive language is not permitted.
5. No eating, drinking, or gum chewing will be permitted.
6. Students should not throw any items inside or outside the bus.
7. Possession or use of the following items on the bus is prohibited: tobacco, alcohol, drugs, explosives, matches, knives, firearms, or other dangerous objects. School-wide disciplinary procedures will be followed.
8. Fighting, flagrant insubordination or defiance, or actions that interfere with the safe operation of the bus or the safety of the passengers, is prohibited.
9. Animals/insects/reptiles may not be transported in a school bus.
10. Glass items shall not be transported in a school bus.
11. Students are accountable to school authorities for their conduct at the bus stops.
12. Students will wear their uniform shirts and/or sweatshirts at all times while on the bus.

When rule violations occur, a conduct report is given to the building Principal. The Principal will attempt to resolve the problem with the student and/or parents. The parents are expected to assume major responsibility to counsel the student as to acceptable behavior while riding the school bus.

*Bus Rules (continued)*

If the misconduct is very serious, if there are repeated violations of bus rules by a student, or if the problem cannot be resolved with the cooperation of the parents and student, the bus riding privilege for the student may be withdrawn, and the parents will be expected to transport the student to school. Loss of bus riding privileges is not an acceptable excuse for absence from school.

Consequences for bus infractions for Primary and Intermediate School students are as follows:

- 1<sup>st</sup> Bus Write-up      Verbal Warning
- 2<sup>nd</sup> Bus Write-up      Student is off the bus for four (4) days
- 3<sup>rd</sup> Bus Write-up      Grounds for removal of bus privileges for the remainder of the school year

Consequences for bus infractions for Middle and High School students will be:

- 1<sup>st</sup> Bus Write-up      Verbal warning or 4 days off the bus
- 2<sup>nd</sup> Bus Write-up      4 days off the bus or removal of bus privileges for the remainder of the semester or year

**DISCIPLINARY CODE**

PROBLEM AREA	ACTION TO BE TAKEN		
	OCCURRENCE	MINIMUM	MAXIMUM
<b>ALCOHOL, PRESCRIPTION, NON-PRESCRIPTION DRUGS * *</b>	First	Short-term suspension	Expulsion
	Repeated	Long-term suspension	Expulsion
<b>ARSON *</b>	First	Suspension	Expulsion
<b>ASSAULT *</b> A person who abuses school employees is guilty of a Class 3 Misdemeanor (ARS 15-507)	First	Parent Involvement	Suspension
	Repeated	Long-term suspension	Expulsion
<b>BREACH OF ACADEMIC INTEGRITY</b>	First	Student Conference	Suspension
	Repeated	Suspension	Suspension
<b>BULLYING *</b>	First	Suspension	Expulsion
	Repeated	Suspension	Expulsion
<b>BUS MISCONDUCT</b>	First	Conference	
	Second	Suspension from bus for four (4) days	
	Third	Loss of bus privileges for balance of school year	
<b>DEFIANCE OF AUTHORITY</b>	First	Conference with parent	Short-term suspension
	Repeated	Conference with parent	Suspension
<b>DISORDERLY CONDUCT *</b>	First	Student Conference	Short-term suspension
	Repeated	Parent Involvement	Expulsion
<b>EXPLOSIVE DEVICES *</b>	First	Short-term Suspension	Expulsion
<b>EXTORTION *</b>	First	Parent Involvement	Expulsion
	Repeated	Long-term suspension	Expulsion
<b>FIGHTING *</b>	First	Parent Involvement	Short-term suspension
	Repeated	Parent Involvement	Expulsion
<b>FIREARMS/DEADLY WEAPONS * *</b>	First	Short-term Suspension	Expulsion
<b>FORGERY</b>	First	Student Conference	Short-term suspension
	Repeated	Parent Involvement	Long-term suspension
<b>GAMBLING</b>	First	Student Conference	Short-term suspension
	Repeated	Parent Involvement	Expulsion
<b>HARASSMENT *</b>	First	Student Conference	Expulsion
	Repeated	Parent Involvement	Expulsion
<b>LYING</b>	First	Student Conference	Short-term suspension
	Repeated	Parent Involvement	Long-term suspension
<b>THEFT *</b>	First	Parent Involvement	Short-term suspension
	Repeated	Short-term Suspension	Expulsion
<b>THREATS * *</b>	First	Suspension	Expulsion
	Repeated	Suspension	Expulsion
<b>TOBACCO</b>	First	Parent Involvement	Short-term suspension
	Second	Parent Involvement	Expulsion
<b>UNEXCUSED ABSENCES *</b>	First	Student Conference	Short-term suspension
	Second	Parent Involvement	Expulsion
<b>VANDALISM *</b>	First	Parent Involvement Restitution	Long-term suspension Restitution
	Repeated	Parent Involvement Restitution	Expulsion Restitution
<b>WEAPONS *</b>	First	Parent Involvement	Expulsion

\* Indicates possible police referral.

\* \* Arizona law requires school officials to contact law enforcement..

## **POLICE INVOLVEMENT**

School officials have the option to notify police authorities and, in cases of major or repeated violations, may press charges. If the police authorities are notified, parents or legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials are not required to initiate or complete due process procedures nor contact parents prior to notifying police authorities. School officials, guided by District procedures, will cooperate with police authorities during investigations.

## **INTERROGATIONS AND SEARCHES**

The school administrator shall make every effort to contact the parent of a student whom the administrator has reason to believe possesses material or matter detrimental to the health, safety, and welfare of the student, students and staff.

- If the administrator feels there is compelling evidence that requires a search of a student's desk or any area provided to the student by Kingman Academy of Learning, the following procedure should be followed: Parent is contacted to inform them of the search and the reason. The administrator, along with a second employee or the parent, may initiate a search of the area under suspicion.
- If a student's backpack, lunch box, purse, etc. needs to be searched, the administrator will make every effort to reach the parents of the student under suspicion. It is recommended that a parent be present for the search. The administrator may conduct the search without parental consent if there is reason to believe the student may possess material detrimental to the immediate health, safety, and welfare of the students or staff, or is believed to be in possession of material in violation of student behavior guidelines.
- If parents refuse permission for a student search, the student may be suspended from school until the parents meet with the school principal.

## **DEFINITION OF PROBLEM AREAS**

### **ALCOHOL, PRESCRIPTION OR NON-PRESCRIPTION DRUGS**

The unauthorized use, possession, sale, or being under the influence of alcohol, prescription or non-prescription drugs, marijuana, or other controlled substances, or possession of drug paraphernalia.

### **ARSON**

Use of fire to destroy or attempt to destroy property.

### **ASSAULT**

Attack by one person, or a group of persons, on another who does not wish to engage in the conflict (including assault on any school officials).

### **BREACH OF ACADEMIC INTEGRITY**

Use of answers and/or assignments acquired in a dishonest manner (i.e. cheating, plagiarism).

### **BULLYING**

Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

### **BUS MISCONDUCT**

Not following bus rules and regulations.

### **DEFIANCE OF AUTHORITY**

Refusal to follow the reasonable requests of school personnel.

### **DISORDERLY CONDUCT**

Language, behavior, or dress which is disruptive to the orderly educational procedure of school.

### **EXPLOSIVE DEVICES**

The use or threat of use, possession, or sale of explosive devices. Explosive devices are defined in A.R.S. §13-1301.

### **EXTORTION**

Demanding money, or something of value (e.g. lunches), from another person, in return for protection from violence or threat of violence.

### **FIGHTING**

Having or threatening physical contact with another person with the intent to inflict harm.

### **FIREARMS/DEADLY WEAPONS**

Possession of any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon which will or is designed to or may readily be converted to expel a projectile, or any weapon designed for lethal use.

## **DEFINITION OF PROBLEM AREAS (continued)**

### **FORGERY**

Writing and using the signature or initials of another person.

### **GAMBLING**

Participating in games of chance for the purpose of exchanging money.

### **HARASSMENT**

Statements or actions which intimidate another person(s): including "initiation" and "hazing".

### **LYING**

Writing or giving false or misleading information to school officials.

### **THEFT**

Taking, giving, or receiving property not belonging to you.

### **THREATS**

Any suspected crime against a person or property that is a serious offense as defined by ARS 13-604 (V)(3), or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

### **TOBACCO**

The use and/or possession of tobacco in any form.

### **UNEXCUSED ABSENCE**

Any absence which has not been excused by parent or legal guardian, and/or appropriate school official.

### **VANDALISM**

Intentional destruction of objects or materials belonging to the school, school officials, or other persons.

### **WEAPONS**

The possession and/or use of any object that could inflict bodily injury to another person.

Students are subject to discipline for conduct while traveling to and from school, at school-sponsored events, and while off campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.

## **DEFINITION OF DISCIPLINARY ACTIONS**

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees).

**STUDENT CONFERENCE** - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.

**PARENT INVOLVEMENT** - A parent or legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent or guardian, appropriate school officials, and other individuals involved.

**DISCIPLINARY REASSIGNMENT** - A reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a schedule change and/or detention.

**SHORT-TERM SUSPENSION** - Suspension means the temporary withdrawal of the privilege of attending school and all school-related activities for a specified period of time (up to 10 days) ARS 15-843. Students are responsible for completing all work assigned or due during their suspension. Full credit will be given for work completed during the suspension and turned in upon the student's return to school. Parents will be notified of action taken following a conference with the student. Suspensions will be reported to the Governing Board within 5 days.

**LONG-TERM SUSPENSION** - A long-term suspension will consist of an exclusion of a student from all school and school-related activities for a period of up to one year. The administrator may recommend, based on school policy, that the Governing Board determine the need for long-term suspension. Only the Governing Board may impose a long-term suspension. Parents will be notified of action taken.

**EXPULSION** - Expulsion means the permanent withdrawal of the privilege of attending school (ARS 15-840). An expulsion includes the permanent removal of a student from all school and school-related activities. The administrator may recommend, based on policy, that the Governing Board expel a student. Only the Governing Board may expel a student. After a period of time, the Governing Board may, but is not required to, reinstate the privilege of attending school. Parents will be notified of action taken.

## ***Student Concerns, Complaints, and Grievances***

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Intimidation by another student,
- Bullying by another student, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the School Governing Body is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Executive Director. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next high administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Executive Director.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Reference: Policy JII-EB

## ***Student Due-Process Rights***

### ***Procedures for Suspension for Ten Days or Less***

#### ***Regular Education Students***

**Step 1:** Written or oral notice presented to the student stating the reason for the suspension and evidence the charter school has for the alleged misconduct. After notice is given, student will be asked for an explanation of the situation. The authorized school personnel shall make reasonable effort to verify facts and statements prior to making a judgment.

**Step 2:** Provided that a written record of the action taken is kept on file, authorized school personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When suspension is involved:

A parent must be notified before a student is allowed to leave campus. If unable to notify parents, the student may be isolated from other students until dismissal time. Written notice will be sent home to the parents.

A letter will be sent to the parents or legal guardians explaining the reasons and length of the suspension and advising the parents that long-term suspension and/or expulsion are being recommended and to request a meeting with the parents to possibly formulate a plan on behalf of the student.

No appeal is available for a short-term suspension.

### ***Suspension for over ten days or expulsion:***

**Step 3:** If the offense is one that could result in a suspension of over ten days, in addition to steps #1 and #2, a formal hearing will be arranged and conducted by a hearing officer or by the Director.

**Step 4:** A formal letter to parents or legal guardian will be sent by certified mail with return receipt requested or hand delivered (with an adult witness present) at least five working days prior to the formal hearing. A copy of this letter will remain on file, and shall contain the following information:

- Charges against the student and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- The charter school's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel.
- If a hearing officer has been designated, the name of the hearing officer.

**Step 5:** A formal hearing will be held, during which the student will be informed of the following: Nothing in these procedures shall be construed to prevent the students who are subject to the action, and their parents or legal guardians and legal counsel, from attending any executive sessions pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.

The student is entitled to a statement of the charges and the rules violated.

The student may be represented by counsel, without prejudice.

The student may present witnesses and student or counsel may cross-examine witnesses presented by the school.

The burden of proof of the offense lies with the charter school.

The hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.

The charter school has the right to cross-examine witnesses and to be represented by an attorney.

**The decision of the governing board is final.**

(Suspension of special education students will be in accordance with policy.)

